

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B4400217

PRINT DATE: 10/31/13

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### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

**VENDOR ID:** 1521439761

RUDOLPHS OFFICE & COMPUTER SUPPLY INC  
5020 CAMPBELL BLVD STE C

BALTIMORE, MD  
(410 ) 931-4150

21236-4968

### REFER QUESTIONS TO:

JAMIKA BOWEN  
(410 ) 767-8735  
JAMIKA.BOWEN@DGS.STATE.MD.US

**ITB:**

**EXPR DATE:** 07/31/14  
**POST DATE:** 10/30/13

**DISCOUNT TERMS:** . NET 30 DAY  
**CONTRACT AMOUNT:** .00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

THIS BPO EXTENDS THE ORIGINAL BPO 001B3400219

CONTRACT PERIOD: NOVEMBER 1, 2013 - JULY 31, 2014  
THIS IS THE FIRST RENEWAL OPTION UTILIZED

VENDOR TO SUPPLY OFFICE SUPPLIES ACCORDING TO THE BALTIMORE CITY  
GOVERNMENT JIT OFFICE SUPPLY CONTRACT B50001027.

VENDOR TELEPHONE NUMBER: (800) 673-8438

VENDOR TO SUPPLY OFFICE SUPPLIES ACCORDING TO THE BALTIMORE CITY  
GOVERNMENT JIT OFFICE SUPPLIES CONTRACT B50001027.

CONTRACT PERIOD: OCTOBER 31, 2012 OCTOBER 31, 2013  
WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS.

CONTRACT RESTRICTIONS: VENDOR MAY NOT PROVIDE ANY PRODUCTS THAT ARE  
ALREADY BEING SUPPLIED UNDER A CURRENT BLANKET CONTRACT WITH THE  
DEPARTMENT OF GENERAL SERVICES. ONCE THOSE CONTRACTS EXPIRE INCLUDING  
ANY RENEWAL OPTIONS, RUDOLPH'S MAY THEN SUPPLY THESE PRODUCTS AT THE  
DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT.

BALTIMORE CITY JIT CONTRACT DISCOUNT PRODUCT CATEGORY: THIS IS A  
PARTIAL LISTING OF CATEGORIES SUPPLIED UNDER THIS  
AGREEMENT. FOR EXACT PRICING LOG ON TO WWW:RUDOLPHSUPPLY.COM

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### TERMS (cont'd):

THIS CONTRACT IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000.

### CHANGES

A. THE STATE AND RUDOLPH'S HAVE AGREED TO INCORPORATE THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000. IN THE EVENT OF A CONFLICT BETWEEN THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 AND THE TERMS AND CONDITIONS OF THE BALTIMORE CITY JIT OFFICE SUPPLIES CONTRACT B50001027, THE TERMS OF THE MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 WILL TAKE PRECEDENCE OVER TERMS CONTAINED IN JIT CONTRACT, NUMBER B50001027.

CONTRACTOR SHALL PROVIDE A QUARTERLY ELECTRONIC CONTRACT USAGE REPORT IN EXCEL FORMAT TO THE DGS PROCUREMENT OFFICER AND THE SUSTAINABILITY OFFICER, ANNE JACKSON AT ANNE.JACKSON@DGS.STATE.MD.US. THE REPORT SHALL INCLUDE AT A MINIMUM:

- . IDENTIFICATION OF THE AGENCIES USING THE CONTRACT.
- . TOTAL COST OF ALL INVOICED PURCHASES FOR EACH STATE AGENCY
- . ITEMIZED LIST, AND TOTAL COST BY STATE AGENCY, OF INVOICED PURCHASES THAT ARE MADE FROM RECYCLED CONTENT, INCLUDING THE RECYCLED CONTENT PERCENTAGE BY WEIGHT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE REUSABLE AND/OR MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

#### PROCESSING FEE

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES.

2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE EMM PROJECT MANAGER DEWANA DANIEL AT DEWANA.DANIEL@DGS.STATE.MD.US. THE VENDOR ALSO AGREES TO A 5% MBE AS STIPULATED IN THE SIGNED AGREEMENT.

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TERMS (cont'd):

3.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER

THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICH EVER IS HIGHER.

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OFFICE SUPPLY, MISCELLANEOUS

END OF ITEM LIST

VENDOR FEDERAL IDENTIFICATION NUMBER: 1521439761

VENDOR TELEPHONE NUMBER FOR PLACING ORDERS: (800) 673-8438

VENDOR CONTACT PERSON: BONNIE RUDOLPH

\*\*\*\*\* LAST PAGE \*\*\*\*\*

AUTHORIZED BY:



BUYER AUTHORIZED DESIGNEE

DATE:

10/31/13